



The ACADEMY

South Bay Regional Public Safety Training Consortium

3095 Yerba Buena Road, San Jose, CA 95135 ♦ Phone (408) 270-6458 ♦ Fax (408) 238-0286

Computer Applications Specialist

Job Announcement

SALARY – Range 100

4,258.32 - \$5,176.01 Mo.
2006-2007 Salary Scale

DEFINITION

The Computer Applications Specialist is responsible for a wide variety of challenging computer-related tasks at The Academy.

ASSIGNMENT

General Assignment is 40 hours per week; 8:00 am – 5:00 pm Monday through Friday. There may be some night and/or weekend hours based on IT needs.

DISTINGUISHING CHARACTERISTICS

Position requires strong organizational skills, attention to detail, strong computer knowledge, a technical mindset, an artistic eye, and the ability to manage a variety of projects and activities. Ability to self-initiate, work without close supervision and communicate with others is also required. Data base specialist or ability to work with Microsoft Access is preferred.

REPORTING RESPONSIBILITIES

Reports directly to the Director of Administrative Services, the position works with the Consortium's Network Specialist in order to insure comprehensive and quality IT service.

EXAMPLES OF DUTIES

Depending on assignment duties include, but are not limited to, the following:

- General technical support;
- Graphic design, ability to work with Microsoft Illustrator and design logos in vector format;
- Designing and creating brochures and posters from start to finish;
- Providing printer-ready files and logos for application on such items as t-shirts or hats;
- Creating interactive Flash applications and videos for later inclusion on a website;
- Updating course listings in a database for the external website;
- Creating new websites that function as conference registration applications which securely record attendee information to an encrypted database;
- Diagnosing and correcting a non-working server in a Red Hat Enterprise Linux installation;
- Instructing staff on proper and efficient usage of Microsoft software;
- Adding new features to an existing website written in PHP;
- Creating visual effects for the web with Java Script and an effects toolkit such as script.aculo.us;
- Creating, managing, and modifying MySQL databases on the command line or with a database administration program;
- Updating a Microsoft Access front-end in order to add new functionality;
- Utilize ODBC to connect a Windows machine to a MySQL server;
- Create new database reports in a Microsoft Access front-end as per staff request;



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<http://www.theacademy.ca.gov>

- Creating document reports for supervisors on a variety of computer-related topics;
- Troubleshooting and repairing staff documents;
- Creating a presentation and presenting it to staff on various topics;
- Manipulating data for import and export between Access, MySQL, Excel and Word;

QUALIFICATIONS

Advanced Knowledge of:

- Microsoft Software: Word/Excel/Power Point/Access
- Windows Operating Systems: XP/Vista/NT
- Linux Operating Systems: Fedora/Red Hat Enterprise/CentOS
- File and Printer Sharing: Windows Standard/Samba
- Database Administration: MySQL/Access
- Adobe Software: Dream weaver/Flash/ Photoshop/ Illustrator/ Acrobat Professional
- DNS Server: BIND
- Mail Services: Zimbra
- Network Monitoring
- Web Servers: Apache
- Web Programming: PHP 4/ PHP 5/ Java Script/ CSS

Ability to:

- Administer or troubleshoot any Windows or Linux based operating system;
- Create graphics for a variety of purposes in Photoshop or Illustrator;
- Design, create and implement interactive web applications from start to finish;
- Backup and restore data from any Windows or Linux based operating system;
- Effectively utilize the internet in order to facilitate daily tasks; and
- Troubleshoot any software problems that arise for staff;
- Create, design and implement software applications and internet and intranet platforms to improve quality public safety training;

EXPERIENCE AND EDUCATION

Education equivalent to an Associates Degree or higher and/or four years experience is required for this position.

BENEFITS:

This is a full-time salaried position with Medical, Dental, Vision and Consortium Retirement Plan.

SALARY:

Range 100: \$4,258.32 to \$5,176.01 monthly based upon 2006-2007 Salary Schedule.

FIRST REVIEW DATE: July 5, 2007

OPEN UNTIL FILLED

REQUIRED APPLICATION PROCEDURES:

Only applications meeting the required qualifications will be forwarded to the screening committee for review. It is the responsibility of the applicant to submit all application materials as a complete package by the First Review Date.

1. Cover letter
2. Resume

3. South Bay job application (this can be downloaded from our web:
www.theacademy.ca.gov)

SUBMIT APPLICATIONS TO:

South Bay Regional PSTC Attn: Ms. Norma Rivellini
4750 San Felipe Road
San Jose, CA 95135-1599
Phone: (408) 223-6744 Fax: (408) 239-0763

- Upon Hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- We are unable to return or duplicate application materials.
- Candidates must assume all travel costs if invited to interview for the position.

"South Bay Regional PSTC is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnicity, race, color, language, accent, immigration status, ancestry, national origin, age, gender, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose."